

**COVERSHEET  
STANDARD OPERATING PROCEDURE**

Operation Title: **Division of Land Resource Regulation: General Application Processing Procedures**  
Identification No.: **DEPLW0435-A2002**  
Revision No.: **00**  
Originator Name: **Judy Gates**  
Reviser: **N/A**  
Effective Date: **08/01/02**

**APPROVALS:**

Bureau of Land and Water Quality Director:

David A. Van Wie \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name Signature

QMSC Chair:

Malcolm C. Burson \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name Signature

**DISTRIBUTION:**

( ) Bureau of Air Quality .....	By: _____	Date: _____
( ) Bureau of Land and Water Quality .....	By: _____	Date: _____
( ) Bureau of Remediation and Waste Management .....	By: _____	Date: _____
( ) Office of the Commissioner .....	By: _____	Date: _____
( ) Quality Management Steering Committee .....	By: _____	Date: _____
( ) Bureau QACs and Lead auditors .....	By: _____	Date: _____

**Bureau of Land and Water Quality**  
**Division of Land Resource Regulation**  
**Licensing Unit**  
Standard Operating Procedure  
Division of Land Resource Regulation Application Processing

- 1. APPLICABILITY.** This standard operating procedure (SOP) applies to all licensing staff in the Bureau of Land and Water Quality's Division of Land Resource Regulation (Division) after August 1, 2002. It applies to the processing of applications filed with the Department under the Natural Resources Protection Act, Stormwater Management Law and Site Location of Development Law.
- 2. PURPOSE.** This SOP is intended to establish consistent procedures for the processing of applications, establishment of project files, and the preparation of Department Orders issued by the Division of Land Resource Regulation.
- 3. RESPONSIBILITIES.**
  - 3.1 COMPLIANCE.** All licensing staff in the Division of Land Resource Regulation are responsible for becoming familiar, and complying with, the contents of this procedure prior to processing an application. The attached appendices are to serve as reference materials throughout the processing of applications. Supervisors are responsible for ensuring that licensing staff is familiar with and adhere to the procedures outlined in this SOP. Enforcement & Field Services staff Drafting Department Orders will also adhere to these procedures.
  - 3.2 DEVELOPMENT.** The Licensing Coordinator is responsible for initial development with the input of licensing staff. Initial development includes final compilation of appendices, word processing, and distribution for review.
  - 3.3 APPROVAL.** The Licensing Coordinator is responsible for obtaining preliminary and final approval of the proposed SOP.
  - 3.4 DISTRIBUTION.** After all approval signatures have been obtained, the Licensing Coordinator is responsible for distributing the SOP to Policy and Procedures staff in the Bureau of Land & Water Quality and the Maine DEP's Quality Assurance Manager (QAM). The Licensing Coordinator will forward an electronic version of this SOP to the Policy and Procedures staff for posting on the Maine DEP's Intranet pages. Following final approval, the Licensing Coordinator or Licensing Supervisor will distribute the SOP to all Division staff.
  - 3.5 TRACKING.** Policy and Procedures staff in the Bureau of Land & Water Quality will track this SOP. The name of responsible individuals, document title, dates of last revision, and document numbers will be recorded.



- 3.6 MAINTENANCE. The Licensing Coordinator will ensure that this SOP reflects current needs and standards. The Licensing Coordinator will annually evaluate SOP's as part of performance expectations to ensure that current needs are being met; this SOP will be renewed every five years. Appendices will be updated as needed and the updated information provided to all Division staff by the Licensing Coordinator.

#### **4. GUIDELINES AND PROCEDURES.**

- 4.1 ORIGINATION. The Licensing Coordinator will originate the draft SOP using a compilation of materials and references from Division Licensing staff. Division Licensing staff will review the SOP and associated appendices prior to the preparation of a final draft. Any staff member may originate a draft or concept to modify this SOP to meet any appropriate procedure or process, or to update an appendix. The Licensing Coordinator will review all proposed changes and distribute any adopted revisions to Division staff.
- 4.2 CONTENTS. The appendices and subsequent SOPs associated with this SOP ensure that applications will be processed, files will be assembled, and Department Orders will be written in a consistent manner.
- 4.3 FORMAT. Appendices and subsequent SOPs are grouped into the following sections:
- 4.2.1 DLRR GENERAL INFORMATION & GUIDANCE.
  - 4.2.2 STANDARD OPERATION PROCEDURE FOR PROCESSING NATURAL RESOURCES PROTECTION ACT (NRPA) APPLICATIONS, DEPLW0501-A2002.
  - 4.2.3 STANDARD OPERATION PROCEDURE FOR PROCESSING STORM WATER MANAGEMENT LAW APPLICATIONS, DEPLW0502-A2002.
  - 4.2.4 STANDARD OPERATION PROCEDURE FOR PROCESSING SITE LOCATION OF DEVELOPMENT ACT APPLICATIONS, DEPLW0503-A2002.
  - 4.2.5 REVIEW AGENCIES & CORRESPONDING ISSUES.
  - 4.2.6 DLRR PROGRAMS.
  - 4.2.7 GUIDANCE & PROCEDURES FOR DATA ENTRY.
  - 4.2.8 MISCELLANEOUS REFERENCE INFORMATION.



- 4.4 NUMBERING AND TRACKING. A list of appendices follows this SOP. All appendices generated within the Division and included in the SOP will receive an Land document number and be entered in the Land document tracking system by December 1, 2002. The Planning & Research Associate will be responsible for assigning and tracking appendix numbers.
- 4.5 SOP DEVELOPMENT AND APPROVAL PROCESS. Approval of this SOP follows the preliminary draft cycle and final approval cycle for Bureau-specific SOPs described in SOP No. OC-PE-0001, Standard Operating Procedure Development, Format, Approval, and Distribution, dated June 15, 2001. The Director of the Bureau of Land and Water Quality and the Maine DEP's QAM approve the final SOP.

## 5. REFERENCES.

- 5.1 MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION QUALITY MANAGEMENT PLAN (JUNE 2001).
- 5.2 MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION STANDARD OPERATING PROCEDURE ON STANDARD OPERATING PROCEDURES (OC-PE-0001).
- 5.3 MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION, BUREAU OF LAND AND WATER QUALITY, STANDARD OPERATING PROCEDURE SUPPLEMENT TO OC-PE-0001 (DEPLW2001-22).